



20 Ryan Ranch Road  
Monterey, CA 93940  
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March 10, 2004

Dear District Test Coordinator:

An issue pertaining to the Spring 2004 Missouri Assessment Program (MAP) and associated testing materials was recently identified, and needs to be brought to your immediate attention. Because of a packaging issue, the required Mathematics manipulatives and reference sheets were inadvertently left out of all shipments of test books to Missouri school districts. The affected subject area, grades and missing ancillary pieces are as follows:

- **Mathematics Grade 4 – Manipulatives (ruler, shapes, and coins)**
- **Mathematics Grade 8 – Manipulatives (ruler and protractor) and Math Reference Sheet**
- **Mathematics Grade 10 – Manipulatives (ruler and protractor) and Math Reference Sheet**

Note: **All other subject areas and grades are unaffected** and were distributed with the correct manipulatives where required.

Enclosed are the materials needed by your district to administer the Mathematics portion of the MAP, packaged by school. Upon receipt of this letter, would you please distribute the enclosed materials to your respective school buildings?

If you have any questions, please call Customer Services at 1-800-544-9868, option 1, for assistance.

Thank you very much for your attention to this matter; we apologize for the inconvenience.

Sincerely,

Jeff Achtzehn  
Senior Program Manager  
CTB/McGraw-Hill

Enclosure(s)

**45498**